

## **Specimen Collection Instructions**

Welcome to DDC - DNA Diagnostics Center - the DNA Experts in the field of identity testing. These instructions will provide you with the knowledge and the tools to successfully collect DNA using buccal swabs. Samples collected following these procedures establish a solid chain of custody that will be court admissible.

### **Supplies:**

To begin, let's go through the necessary materials you will need for a properly collected sample.

- A blue or black ink pen.
- An instant camera such as a Polaroid or Fuji or a Digital Camera capable of transferring photos directly to a printer.
- A printer if using a digital camera
- Disposable Gloves
- The Specimen Collection Kit provided by DDC containing the following:
  - The Specimen Collection Procedure
  - Tamper proof tape
  - Fingerprint Ink Strip or Ink Pod
  - A 4"x 8" zipper type bag.
  - The Client Identification Form also known as The Chain of Custody Form
  - Color-Coded Envelopes with matching color-coded swabs.
    - A Pink envelope labeled "Mother"
    - A Yellow envelope labeled "Child"
    - A Blue envelope labeled "Alleged Father"
    - A White envelope, if included, is used for Additional parties such as a second Child or second Alleged Father.
- The Shipping Envelope for overnight courier service for delivery of the samples to the laboratory.

Each person that collects samples must follow all the steps outlined in the Specimen Collection Procedures in order to maintain the Chain of Custody. DDC has outlined a reliable and efficient method that will help expedite the collection process.

### **The Process:**

1. First, properly identify the clients that are to be collected. Requirements may vary depending on jurisdiction, but at a minimum you will need to examine a Government Issued Photo ID. This may be a State Driver's License, Passport, Military ID or another form of Government Issued Photo Identification. If the client does not have an acceptable ID, stop the collection process and check with your local office contact for further instructions.

Document the names, SSN and case number on the Collection Completion Report. This report will be used to document the collection and by the laboratory for billing purposes.

2. Next, take a photo. Depending on the local requirements you may be asked to take a photo of all tested individuals together, a photo of the individuals separate or a photo of the Mother and Child together and the Alleged Father separately. Ask clients to remove any item that could interfere with clear identification of the individual such as a hat or sunglasses. A photo taken at 3-4 feet away from the individual will routinely give good results.

3. Once the picture develops or is printed, have the clients sign and date the photo.

4. Now on to collecting information. Starting with the front of the form – next to the DDC logo at the top, record the case number, the requesting agency, the collection site, the appointment date and time, and the requesting county.

5. The case number is the ICWIS/MaGIK number. The requesting agency is the county where the collection takes place. The collection site information must list the address where the samples are being collected. Many times this address will be pre-printed on the form, but if the address is blank, complete this area with the address of the collection location. The requesting county information would be completed only when a courtesy collection or UIFSA collection from another jurisdiction is being performed at your site.

6. The remaining front of the form should be completed for all individuals involved in the testing process. For each party, mother, child and alleged father, basic information will be obtained.

7. For each tested party, record the Last name, First name and Middle Initial - if applicable. Also record the client's date of birth, social security number and the identification number from the form of ID that was supplied and verified.

For the child, be sure to indicate the gender.

The client's race is used for statistical calculations so be sure to ask the client their racial background and record it on the Do not assume a racial background based on appearance.

Ask the client and document if they had a blood transfusion in the past 3 months or if they have ever had a bone marrow or stem cell transplant.

Please take a print of the right thumb and center it in the block designated for the fingerprint.

If all parties are not present and collected at the same time, make sure to record the name of the absent party on the chain of custody. This information is used by the laboratory to properly document complete cases

8. At this point, you are ready to start collecting the samples.

It is important to only collect one person's sample at a time, complete the labeling and packaging of that sample before moving on to collect the next individual.

9. Confirm that you are using the proper color-coded swabs for the individual you are collecting. Remember Pink for Mother, Yellow for Child and Blue for the Alleged Father.

10. The specimen collection envelope will contain four swabs. You will use all four swabs to complete the collection for each individual.

11. Put on your protective gloves. Use of gloves reduces the risk of contamination from one sample to the next and it provides protection for the collector.

12. Open the swab envelope by pulling the packaging down over the handle tips of the swabs. The sharper ends of the swabs will break through the plastic or paper protective covering allowing access to the individual swabs.

13. Remove one swab at a time. Ask the client to open their mouth and rub the inside of the cheek about midway between the upper and lower gum lines. The collection process will obtain cells that slough off naturally, not saliva. Stay above where saliva might gather in the lower pockets of the mouth. Rub firmly to ensure an adequate collection of cells, 8-10 seconds should be sufficient. Alternate from one side of the cheek to the other as you collect additional swabs. After you have collected each swab return it to the proper color-coded paper envelope.

14. Label the envelope with the individual's name, date of birth, your name or initials and the date of the collection.

15. Seal the envelope by pressing the self-adhesive envelope flap firmly against the envelope itself.

16. Show the sealed labeled envelope to the client and have them verify that the information recorded is correct. Have the client initial the envelope.

17. Change your gloves before proceeding to the next individual and repeat the process.
18. Once the collection is complete, have the clients sign and date the photo that has been printed or developed. As the collector, you should sign and date the photo as well.
19. Turn the Client Identification/Chain of Custody form over. The reverse side of the Chain of Custody should be completed by the collector and the client.
20. The statement of consent and release requires the signature and date to be recorded. The child's signature line should be completed by the mother or legal guardian of the child. Also, if the mother or the alleged father is a minor, the signature line should be signed by their legal custodian.
21. Most reports are issued directly to the Government Agency but some agreements require a copy to be sent directly to the clients. DDC will send copies to the clients, so please ask them to complete the address section.
22. As the Collector, complete the Specimen Collector's Statement. Record the month, date and time of the collection. By signing this statement you confirm that you have properly identified the parties; that you collected, packaged and sealed the specimens; and witnessed the clients signing of the chain of custody.
23. Indicate whether or not you are a Child Support or County Employee.
24. After you complete the back of the form, your paperwork is complete. It is important to remember to examine all of your documents – the chain of custody, the photos and the sample envelopes - to make sure they have been completed, dated and have all required signatures including yours. If there is paperwork to include with the collection, such as a court order or administrative order, collect that from the client and include it with your collection.

25. Once you have verified that the documents are complete, gather your sample envelopes, your signed photo or photos, your completed chain of custody and place them all in the 4x8 inch zipper type bag. Seal the closure with the tamper proof tape provided and sign and date the tape.

26. Place this completed collection in the overnight courier bag.

27. If you have additional collections, proceed with the next collection before sealing the overnight courier bag.

28. Once all the samples have been collected for the day and have been placed in the overnight courier bag and seal the bag. You will need to retain the tear off tracking record and follow the local procedures for package pickup

You're done!

If you have any questions, please contact the DCS policy mailbox at [DCSPolicy@dcg.in.gov](mailto:DCSPolicy@dcg.in.gov).